



Appendix 3

**SPECIAL EVENTS HOSTING CRITERIA FOR
COMPETITIVE SANCTIONED EVENTS**

EVENT DATE: _____

SUBMISSION DATE: _____

HOST CLUB (S): _____

DISCIPLINE: _____

CHAIR: _____

NAME OF COMPETITION: _____

CONTACT INFO: _____

FACILITY: _____

VENUE MANAGER: _____

LOCAL ORGANIZING (LOC) COMMITTEE:

Detailed descriptions of responsibilities will be supplied upon bid acceptance.

Please complete the following list of assigned LOC positions:

POSITION	INDIVIDUAL	PHONE	EMAIL
Protocol Coordinator			
Volunteer Coordinator			
Registration & Accreditation Coordinator			
Accommodations Coordinator			
Floor Manager			
Awards Coordinator			
Promotions Coordinator			
Sponsorship Coordinator			
Souvenir Sales Coordinator			
Scoring/Results Coordinator			
Transportation Coordinator			
Social Event Coordinator			
Hospitality/Meals Coordinator			
Medical Coordinator			
Equipment Coordinator			
Public Address/Announcer			
Advertising/Public Relations			
Admissions Sales Coordinator			
Access Control/Security Coordinator			
Cleaning Coordinator			
Video Coordinator			
Judging Liaison(s)			
Floor Manager (T&T)			
Floor Manager (WAG)			
Floor Manager (MAG)			

COMPETITION VENUE:

Should the event require, the Host Club will offer their entire facility (i.e. competition floor, viewing area, change rooms, etc.) to AGF for the specified event (or necessary space in order to conduct events such as judges’ course and NCCP clinics, for example). Host clubs will not limit access to parents and/or guardians of participating athletes, or to any AGF member from viewing the event they are hosting.

Facility Requirements:

- Gymnasium with a minimum of 25 m X 33 m of floor area. The gym may be smaller if men’s and women’s equipment are not set up at the same time.
- Ceiling height of at least 7 m clearance. (8 m for T&T)
- Enough area for a vault runway (GCG requires a length of 33 m).
- 2 or 3 sets of floor plates are ideal. If floor plates are not available, free standing equipment may be used.
- Equipment Specifications for each discipline – please see the applicable AGF Technical Handbook.

Has facility been booked? Y/N _____

Facility Manager Contact: _____

Facilities Liaison Contact: _____

Is the facility in condition for competition? Y/N + Why? _____

Comment on how facility can be upgraded to meet minimum requirements:

Back-up facility available in case of facility problems? Y/N _____

Is adequate room for spectators available? Y/N _____ Projected # of Spectators: _____

Is adequate space available for judges’, technical directors and announcing tables along with athlete/coach corrals?
 Y/N _____

What provisions are required for safety?(i.e.: restricted areas for spectators, etc.) _____

Is there adequate storage space available at the venue before and after the event? Y/N _____

Access & timing includes equipment delivery and setup? Y/N _____

Is tear-down of equipment, during the event required? Y/N _____

Will security for equipment be required? Y/N _____

Is special insurance required on borrowed equipment? Y/N _____

Additional Rooms/Space Required:

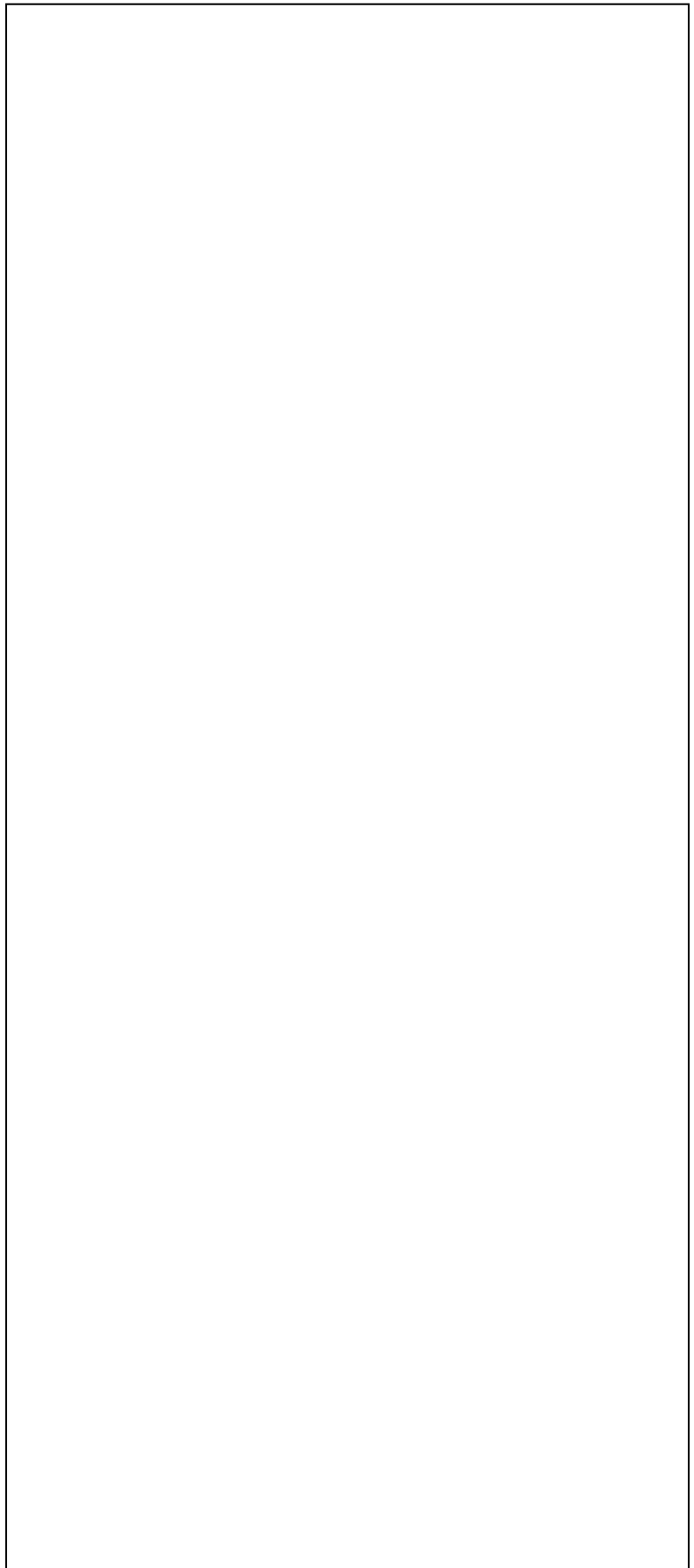
All rooms will need to be clearly identified with signage during the event(s).

TYPE OF ROOM	FACILITY ROOM NAME/#	REQUIRED FURNITURE
Athletes change rooms/washrooms		
Officials change room/ washroom		
Officials meeting room		
Results/Scoring		
Awards presentation		
Awards storage		
Hospitality		
Volunteers		
Medical		

VENUE PLAN:

Prepare a “venue plan” diagramming, for all applicable:

- Equipment Layout
- Athlete Corrals
- Judging Tables
- PA/Music Area and Speakers
- Practice Area/Room or Warm-up Area/Facility
- Dressing Rooms
- Officials Working Area
- Storage Area
- Scoring/Results Working Area
- Schedule & Results Posting Area or Board
- Local Organizing Committee (LOC) Office
(Phones & office equipment access)
- First Aid Area or Medical Room
- Award Preparation Area
- Medal Presentation Area (podium)
- Suggested Area for Media/Photographers
- Area for Spectator Seating
- Admission Entrance(s)
- Concession Area/Room
- Lost & Found Area
- Souvenir Sales Area
- Volunteer Room
- Officials Room
- Coaches Room
- Temporary Facilities (bleachers, portable toilets, Tents)
- Washrooms – athlete & public (permanent & portable facilities)
- Garbage & Recycling Containers
- Water Coolers
- Electrical Outlets
- Large Video Projection Screen
- Note: Outdoor Area – parking, suggested traffic flow, etc.
- Fence Lines & Entrances
- Vehicle Access Roads (Equipment Unloading)



EQUIPMENT & SUPPLIES:

COMPETITION EQUIPMENT & SUPPLIES REQUIRED <i>(Please indicate if equipment can be borrowed or donated from local clubs, Provincial Association, etc)</i>	QUANTITY	BORROWED OR DONATED	RENTAL OR PURCHASE COST	SUPPLIER
Ex: competitive floor equipment	ALL	D		AAI
Additional corralling mats				

PORTABLE EQUIPMENT & FACILITIES:

Please check off items considered, not applicable (NA) or to be determined (TBD).

PORTABLE EQUIPMENT & FACILITIES REQUIRED	QUANTITY ESTIMATED	VENUE/HOST SUPPLIED	RENTALS TO BE ORDERED	ADDITIONAL COMMENTS
Vendor and Admissions tables and chairs				
Judges Tables (2 of 8' tables per event min. + 3 T&T + 3) (+ Staging for T&T Trampoline Event)				
Chairs on Event Floor (7 per event + 6)				
Garbage Receptacles (1 small per event + 4 large min.)				
Water Coolers				
Event Décor (i.e. table clothes and skirts)				
Temporary Stanchions for corralling				
Extension Cords				
Tents, Trailers, Portable Shelters, etc.				
Portable Washrooms				
Bleachers or Benches for Participants				
Heaters, Generators, etc.				
Other _____				

LOC/AGF COMMUNICATION PLANNING:

Timelines will need to be set for team meetings and task deadlines. For the event day an internal communication plan will need to be developed along with emergency action plans. The following supplies need be considered when planning for communication:

- Location of landlines and a fax machine in the facility
- Computer with access to internet
- Public address and sound systems
- Cell phones and/or 2-way radios

SCORING/RESULTS:

Scoring equipment and supplies will need to be secured. A minimum of 3 computers with a scoring program will be required. AGF has a standing sponsorship agreement with Minolta to supply a photocopier for AGF sanctioned competitions so a delivery date and time will need to be secured through AGF.

The Scoring/Results Committee possesses a scoring program? Y/ N _____
(if Yes, what is it?) _____

Aware of procedures to calculate all results? Y/N _____

Training has occurred on scoring system? Y/N _____

Results will be posted in the following location(s) _____

AWARDS:

A separate Awards Presentation room/space is available Y/N _____

The AGF Awards Presentation Document has been reviewed? Y/N _____

Delegates/ personnel will need to be secured for presentation of all awards.

The following equipment is necessary:

- Presentation podium
- Athlete podium and placement signage
- Table with decorative table covering
- Presentation trays
- Décor, live flowers or plants

AGF will supply the medals, ribbons, plaques, Canadian and Provincial flags, AGF media back-drop and any additional items will be confirmed.

OFFICIALS/VOLUNTEERS:

The AGF Hosting Guidelines and Committee Responsibilities will be distributed to all LOC members.

Local volunteers will need to be recruited for positions such as minor officials (i.e., runners, scorers, flashers, line judges), equipment set-up, tear-down and maintenance, admissions, awards, hospitality, etc.)

How will volunteers be recruited? _____

Number of volunteers accessible for recruitment _____

Will you require assistance recruiting volunteers? Y/N _____

Minor officials training is planned as outlined in the GCG Minor officials manual _____
(location, date)

Technical officials are appointed by AGF and numbers of judges required will be confirmed.

HOSPITALITY:

Local Hotels contacted &/or available for block bookings	Address & distance to meet venue	Phone	Ave cost per room	# rooms available	Release date

A hospitality room is secured for coaches, judges and LOC members. Y/N_____

A meal plan schedule needs to be created to best suit the competition schedule and then circulated prior to the competition. Water, coffee, other beverages and snacks need to be available at all times. AGF will request a copy of the event menu for review at least 2 months prior to the event.

Coaches and judges hospitality available near the floor includes:

Will hospitality be available to all volunteers? Y/N_____ or kept separate Y/N_____

What additional services will be available on-site? _____

Does the Host Club plan to organize and host an adult Social? Y/N_____

MEDICAL SERVICES:

The Alberta Gymnastics Federation requires **Emergency Medical Technicians (EMT)** to be present and on the competitive and training floors at all training and competitive times during the AGF sanctioned events.

The AGF Emergency Medical Personnel Requirements are understood. Y/N_____

Assistance is required in securing medical services. Y/N_____

Medical services will be provided by: _____

Physiotherapists &/or Registered Massage Therapists will be available to athletes? Y/N_____

Details: _____

Ice and small bags are recommended to be available at Medical for athletes to ice down throughout the meet.

COMMUNICATIONS /PUBLIC RELATIONS/PROMOTIONS:

The Local Organizing Committee will work in conjunction with the AGF Communications Coordinator to set deadlines for all media related artwork and printed materials.

The following items will be developed/implemented, if applicable, in conjunction with the AGF Communications Coordinator:

- o Event Logo
- o Event Posters
- o Event Program
- o Website Postings
- o Admission Passes
- o Volunteer T-shirts
- o Marketing Plan
- o Press Release(s)
- o Social Networking

EVENT BUDGET/FINANCIALS:

The AGF and the LOC will work together on building, managing and reconciling a detailed budget. At a minimum, please include a venue quote with the hosting bid.

Proposed Event Budget attached: Y/ N_____

Do you plan on submitting any grant applications? Y/N_____Details:_____

GENERAL COMMENTS:

AGF and the LOC agree to work in a close consultative fashion to ensure the proposed event is organized within the AGF Hosting Guidelines and is a success. However, if consensus cannot be reached or in the case of conflicting situations, then a mutually agreeable third party will be asked to assist in the final decision.

Event Committee Chair Date

AGF Program Coordinator Date

ALBERTA GYMNASTICS FEDERATION
#207-5800- 2nd Street S.W. Calgary, Alberta
(403) 259-5500 1-800-665-1010 (403) 259-5588 Fax

AGF (OFFICE USE ONLY)	
DATE RECEIVED:	DATE REVIEWED: